

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
<b>OFFICIAL</b>							
10. TITLE Engineering Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	802		04	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. <b>TOTAL POINTS</b>			27.	
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)				28. <b>GRADE</b>		28.	
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: N				Standard Job# 802-04		33. OPM Certification Number	

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 802	3. OCC FUNC.	4. OFF. TITLE CD 0008	5. OFF. TITLE (38) ENGRG TECHNCN		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B	4. POS. SENS. (1) 1N N 0=Noncritical 1=Noncritical	5. COMP. LEV. (4) 04ET			
6. WK. TITLE CD. (4)		7. WK TITLE (38)					
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RREG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE			31. DATE				

## 32. REMARKS

Standard Job #802-04

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory, shop, or field setting:

Performs a variety of routine tests in accordance with established methods including setting up, adjusting and operating equipment, and recording instrument readings.

Constructs, modifies, and assembles equipment; and maintains and repairs equipment used in conducting research experiments.

Examines equipment during operation for faults or defects which may affect the accuracy of the data.

Determines whether the test data falls within normal limits and determines the apparent causes of deviations in the test data resulting from equipment malfunctions, observational errors, and other causes. Reports data inconsistencies and deficiencies due to equipment and observational errors to the supervisor.

Performs computations either manually or by using computers.

Assembles and tabulates collected data.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

General knowledge of engineering processes, methods, and techniques to participate in scientific experiments where equipment and methods are being evaluated.

Skill in the operation of basic instruments and equipment common to the specific area of research being conducted to perform routine tests, take measurements, or take readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to recognize subtle variations in test results and instrumentation.

Ability to operate a personal computer using word processing and/or other software programs.

**2. Supervisory Controls**

The supervisor or higher graded employee provides individual assignments, orally or through written work plans, indicating specifically what is to be done, the quality and quantity expected, priorities, and the location of reference material or work samples. The incumbent uses initiative to carry out recurring duties in accordance with established instructions. Unfamiliar situations or technical deviations not covered by instructions are referred to the supervisor for guidance or solution. The incumbent receives close guidance and review on the more difficult tasks or unusual tasks not previously performed. Generally, work is reviewed periodically upon completion for technical adequacy and compliance with instructions and established procedures.

**3. Guidelines**

Procedures for doing the work have been established and a number of guidelines are available such as handbooks, equipment guides, files from previous projects, textbooks, and procedural manuals. The incumbent is required to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

**4. Complexity**

The position entails a variety of general technical support activities within a research setting. The incumbent performs a sequence of operations which require application of skill and judgment in well-defined situations in accordance with established methods and procedures. Events or deviations not covered by established procedures are referred to the supervisor or higher graded employee.

**5. Scope and Effect**

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily operates equipment and collects data for use by others involved in research. Work products affect the accuracy, reliability, or

acceptability of further procedures, processes or services, e.g., the ability of a scientist to complete with accuracy a phase of the research process.

**6. Personal Contacts**

Personal contacts are with employees in the agency, inside and outside of the immediate work unit, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

**7. Purpose of Contacts**

The personal contacts are established to exchange information about procedures, schedules, or operating problems; clarify information or report on the results of studies; explain the steps involved in operating equipment; explain the reason the work is being performed; or explain other factual information. The facts or information exchanged may range from easily understood to highly technical.

**8. Physical Demands**

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

**9. Work Environment**

The work is performed in a laboratory, shop, or other research setting which involves regular and recurring moderate risks or discomforts requiring special safety precautions, e.g., working with electrical equipment or working outdoors. Incumbent occasionally will be required to use protective clothing or gear such as gowns, goggles, gloves. Incumbent is also exposed to moderate discomforts such as noise and adverse weather.

**Engineering Technician  
GS-0802-04**

Standard Job #802-04

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

August 16, 1996